

Policy number	Policy 053
Policy title	Meeting of electors
Strategic outcomes supported	CL02 – A community that is authentically engaged and informed in a timely manner. CL10 – Legislative responsibilities are resourced and managed appropriately, diligently and equitably. S2 – An informed and knowledgeable community.

Policy objective:

To outline the preferred format and processes for Annual Meetings of Electors and Special Meetings of Electors.

Policy scope:

This policy applies to Town of Victoria Park staff, elected members and community members in attendance at Annual Meetings of Electors and Special Meetings of Electors.

Policy definitions:

Electors refers to a person who is eligible to be enrolled to vote at elections for the district.

Annual Meeting of Electors refers to the meeting required to be held once every financial year for the purpose of discussing the annual report and any other general business.

Special Meeting of Electors refers to a meeting held at the request of electors or council members to discuss specific matters.

Policy statement:

1. Whilst it is acknowledged that Electors' meetings are dealt with in Part 5, Division 2, Subdivision 4 of the *Local Government Act 1995* and Part 3 of the *Local Government (Administration) Regulations 1996*, there is a need to set the preferences in regards to the format and processes that apply to electors' meetings to ensure consistency and to provide an understanding of roles for all of those involved.

Notice and timing of meetings

2. The convening of electors' meetings is dealt with under section 5.29 of the *Local Government Act 1995*.
3. Electors' meetings are not to be held in the last two weeks of December or the first two weeks of January.

Format of meetings

4. The order of proceedings for an Annual Meeting of Electors is to be:
 - a. declaration of opening
 - b. discussion about contents of annual report for the previous financial year
 - c. update on decisions from previous Annual Meeting of Electors
 - d. general business
5. The order of proceedings for a Special Meeting of Electors is to be:
 - a. declaration of opening
 - b. presentations on the matters specified in the request for a Special Meeting of Electors

c. general business

6. The proceedings referred to in points 3 and 4 can be altered by the presiding person.

Role of person presiding

7. The role of the presiding person is to run the meeting in accordance with the order of proceedings.
8. The person presiding is entitled to move, second, speak to and vote on motions in their capacity as an elector.

Role of elected members

9. Elected members may attend electors' meetings and are able to move, second, speak to and vote on motions in their capacity as an elector.

Role of Town of Victoria Park employees

10. Appropriate senior officers may attend electors' meetings to provide information, as required.

Role of electors

11. Electors are required to sign the attendance register to provide their name and address to confirm whether they are electors of the Town before participating in the meeting.
12. Electors' meetings are open to all members of the public however, only electors may move, second, speak to and vote on motions.
13. At an Annual Meeting of Electors, electors may raise any motion that is related to the responsibilities and functions of local government.
14. At a Special Meeting of Electors, electors may raise motions that are related to the purpose for which the meeting was called for.
15. Each elector present at a meeting of electors is entitled to one vote on each matter to be decided, but is not required to vote.

Consideration of decisions made at electors' meetings

16. Decisions made at electors' meetings will be considered by Council at the next Ordinary Council Meeting, or as soon as reasonably practicable.
17. An update on the decisions made at the Annual Meetings of Electors will provided at the following years' Annual Meeting of Electors.

Recording of meetings

18. Meetings of electors that are held in the Council Chambers are to be recorded and live-streamed in accordance with [Policy 052 – Audio and video recording and live streaming of Council meetings, Agenda Briefing forums, committees and electors meetings](#)~~Policy 052 – Recording and live streaming.~~
19. No other audio or visual recording may be undertaken without the permission of the presiding person.
20. The minutes of an electors' meeting will record a summary of the meeting and the decisions made. It will not be recorded verbatim.

Related documents

[Part 5, Division 2, Subdivision 4 of the Local Government Act 1995](#)

[Part 3 of the Local Government \(Administration\) Regulations 1996](#)

[Town of Victoria Park Meeting Procedures Local Law 2019](#)

[Policy 052 – Audio and video recording and live streaming of Council meetings, Agenda Briefing forums, committees and electors meetings](#)~~Policy 052 – Recording and live streaming~~

Responsible officers	Coordinator Governance and Strategy Governance Officer
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	19/11/2019	Council	228/2019	Item 10.3
2	Reviewed	20/04/2021	Council	78/2021	Item 15.4